

~~CONFIDENTIAL~~

22 November 1982

25X1A6A MEMORANDUM FOR ALL [] EMPLOYEES
SUBJECT: New Parking Procedures

25X1A6A 1. On 1 December 1982, the []
25X1A6A will be occupied by approximately 200 people. In all probability,
we will then have a parking shortage in the joint [] buildings
parking area.

25X1A6A 2. General parking will continue to be on a first come, first
25X1A6A serve basis. Overflow parking will be accommodated at [] parking
25X1A6A lot. A sketch is attached showing the area in the [] parking lot
25X1A6A set aside for [] personnel. A shuttle bus will run
25X1A6A between the [] buildings. This shuttle
25X1A6A will run continuously through the day from 0730 until 1735. It
25X1A6A will leave the [] parking lot every 15 minutes on the hour, half-
25X1A6A hour and the two quarter hours. As soon as passengers are dropped
at the [] buildings, the shuttle bus will return to the [] 25X1A6A
Building parking lot.

3. Reserve permits will be issued carpools, medical cases,
official cars and senior officials. Reserved spaces will be appro-
priately marked. Presently issued reserve spaces will be unchanged.

25X1A6A 4. The gate behind [] will also be opened for general
25X1A6A use. Control arms at both entrances will restrict access to the
[] buildings parking area.

25X1A6A 5. We have many visitors and only a few visitor parking
spaces. Visitor parking spaces will be controlled and are not to
be used by [] Building occupants.

25X1A6A 6. Those of you who can form carpools should do so; a car-
pool locator board is in [] near the snack bar.

7. The proper authorities in the Agency are well aware of
our parking situation and they are doing everything possible to
expand the parking area that we now have.

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C/AS/SOVA

EXO/OD&E

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